*Agri*LIFE EXTENSION

Texas A&M System

Memorandum of Understanding for Information Technology Services

Polk County

The purpose of this Memorandum is to clarify responsibilities of the Texas AgriLife Extension (AL-EXT) and Polk County regarding Information Technology support for the Polk County AgriLife Extension Service office. This understanding is not a contract and can be modified at any time during the coverage period with agreement from both parties.

The term of this Memorandum of Understanding is two years beginning on **September 1, 2012** and continuing through **August 31, 2014.**

The following Information Technology components are to be managed per this understanding:

FEES

Due to the Cooperative agreements between Texas county governments and Texas AgriLife Extension a fee for services by either party is not required.

FACILITY

[Alternative 1:]

The County will ensure facilities provided to and occupied by the AgriLife Extension Office are equipped with data communications wiring that adhere to Polk County Information Technology standards.

TELEPHONES

The County owns, manages, and maintains all standard telephony and Voice over Internet Protocol Telephony Devices assigned to the Polk County AgriLife Extension Office.

ACCESS

Logical – Network and Internet Access

[Alternative 1]

Polk County provides the AgriLife Extension Office with full Internet Access. This access includes Electronic mail service to the AL-EXT provided email service. In addition, agents and staff in the AgriLife Extension Office may also have Polk County email service if needed. AL-EXT understands that Internet Access is in accordance with Polk County operations standards.

Cost associated with Internet Service

[Alternative 1]

Polk County provides Internet Service at no additional cost to AL-EXT

Physical (communications closets or server facility)

Texas Administrative Code (Chapter 202 B 202.26) requires communications closets and equipment be physically secure. In situations where AL-EXT owns or supplies network components Polk County will ensure AL-EXT has access to allow for trouble shooting and restarting network equipment. Polk County can require an access log be maintained to monitor AL-EXT access.

COMPUTER HARDWARE (includes printers, scanners, projectors)

Initial Purchase and Configuration:

The AgriLife Extension Office can obtain computers through three channels. These include: AL-EXT, Polk County, or third party purchase as clarified below.

AL-EXT can provide computer systems through a standardized "Cost Share" program. This voluntary program includes initial setup and delivery of newly purchased systems. Polk County is granted permission to configure the systems for access to County applications and standards, provided such access does not inhibit productivity.

Polk County can provide computer systems to the AgriLife Extension Office including initial setup and delivery. In this instance, computers must include configurations and standard software listed as described under "Standard Software Requirements. If a third party provides a computer, or a personal computer is used on the office network, it is expected these computers will meet both AL-EXT and Polk County security configuration standards.

Special Configuration Items

Administrative level accounts will be maintained on all computer systems to allow either Polk County or AL-EXT to troubleshoot problems.

[If special configurations are required by either party they should be listed here.]

General Hardware Support:

[Alternative 1:]

Polk County will facilitate trouble-shooting computer hardware and peripheral devices and take corrective actions in accordance with Polk County operation standards. Polk County IT unit will contact AgriLife Information Technology as needed to ensure AL-EXT operation standards are met. AgriLife Extension Office staff will contact the Polk County IT help desk per county operation standards

Expected Minimum Workstation management

1. Microsoft Windows patches maintained as current.

2. Adobe Acrobat patches maintained as current.

3. Firefox, Flash and Java maintained as current.

4. Anti-Virus / Anti-Malware application installed, active and maintained as current.

Warranty and Maintenance Costs:

1. Computer systems provided by AL-EXT are provided with an extended parts and service warranty (normally 3 years) through state vendor purchasing contracts. Once the warranty period expires, the cost of parts and service is the responsibility of Polk County or the Polk County AgriLife Extension Office.

2. Computer systems provided by Polk County will be maintained by Polk County for warranties, parts, and cost and third-party maintenance if used per normal Polk County operation standards.

3. Computers purchased by a third party or personal computers are neither AL-EXT or Polk County responsibility with regard to warranty, parts, costs or maintenance.

Ownership:

1. Computer systems provided by AL-EXT are the property of AL-EXT. These systems will remain in the Polk County AgriLife Extension Office for its useful life or until determined obsolete. At that time, the County has three options;

   A) Return equipment to the property office of AL-EXT for appropriate disposal.

   B) Arrange with AL-EXT for transfer of equipment to Polk County.

   C) Equipment may be donated to local charitable organizations in coordination with the AL-EXT property office.

2. Computers provided by Polk County are property of Polk County and ownership will be maintained according to Polk County operational standards

3. Computers provided by a third party or a personal computer, unless formally transferred to AL-EXT, will remain with that party's ownership.

COMPUTER SOFTWARE

[Alternative 1:]

Polk County IT will facilitate trouble-shooting of computer software within the scope of County expertise. Issues outside the County scope for software required and provided by AL-EXT will be referred to AL-EXT support. [County Name AgriLife County Office staff will contact [County Name) IT help desk per county operation standards.

Standard Software Requirements

AL-EXT requirements:

1. Microsoft Windows Professional

2. Microsoft Office Professional

3. Adobe Acrobat Professional

AL-EXT Recommendations:

1. Use the latest versions of software

2. Add the Firefox Web Browser

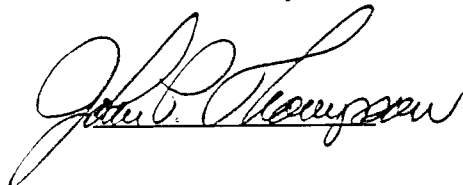## ANTI-VIRUS AND SECURITY INCIDENCE REPORTING

Texas Administrative Code (Chapter 202 B 202.26) requires state agencies to report significant security incidences through the State Department of Information Resources (DIR).

[Alternative 1:]

Polk County supplies and maintains Anti-Virus and Anti-Malware Protection and meets state requirements for incidence reporting. As a courtesy AL-EXT requests that County IT alert AL-EXT IT of any significant IT related security event occurring in the AgriLife Extension Office. These alerts should be sent to the AgriLife Information Security Officer, Jimmy "Chuck" Braden. Phone 979 845 9689 email:

APPROVAL:

For Polk County	For AL-EXT	For AgriLife IT
(signature)	_____	_____
	James C. Segers	Alan Kurk
County Coordinator or IT Director or County Judge	AgriLife Extension Service IT Coordinator	IT Director AgriLife Information Technology

SPECIAL STIPULATIONS

LESSOR: BancorpSouth Equipment Finance,
a division of BancorpSouth Bank
P. O. Box 15097
302 Second Avenue
Hattiesburg, MS 39404-5097

By: _____

Title: _____

Date: _____

LESSEE: POLK COUNTY, TX
602 E, CHURCH ST STE 108
LIVINGSTON, TX 77351

By: _____

Title: ___Polk County Judge___

Date: ___August 27, 2012___

Under this Equipment Lease-Purchase Agreement Section 1 (h), first paragraph only and Section 1 (b) (iv) and (v) any reference to tax qualified tax-exempt obligations does not apply. Non-bank qualified applies only to this Delivery Order number 019 of the Equipment Lease-Purchase Agreement. Previous and future Delivery Orders under this agreement may be bank qualified and all sections of the Equipment Lease-Purchase Agreement shall apply if qualifications are met.

EXHIBIT A